

**CONFIDENTIAL**

**13 September 1963**

**MEMORANDUM FOR MR. KIRKPATRICK**

Attached herewith is my proposed revision of the organizational changes which will bring about the amalgamation of the Office of the Comptroller with the Office of the Executive Director.

/s/

**Marshall S. Carter**  
**Lieutenant General, USA**

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**ORGANIZATION**

**ANNOUNCEMENT OF ORGANIZATIONAL CHANGES**

The following organizational changes are effective \_\_\_\_\_  
(date)

1. The Office of the Comptroller is made an integral part of the Office of the Executive Director. Its component elements will be reassigned in accordance with the realignment of responsibilities stated below.

2. Under the direction, authority and control of the Director of Central Intelligence and the Deputy Director, the Executive Director-Comptroller shall perform the following functions in his assigned area of responsibility:

- a. As the senior non-statutory officer of the Agency, the Executive Director-Comptroller acts for or in the absence of the Director and the Deputy Director in exercising directive and approval authority.
- b. He will coordinate component activities and insure necessary action by proper components on decisions of the Director and the Deputy Director.

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c. He assures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or the Deputy Director.

d. He develops budgetary and financial policies of the Agency and supervises their execution.

e. He is responsible for program evaluation, financial analysis, manpower controls, and the preparation and execution of the Agency budget.

3. There is established in the Office of the Executive Director-Comptroller a Budget Division, Programs Analysis Staff and a Manpower Control Staff. These units will assist the Executive Director-Comptroller in the development and execution of budgetary and financial policy, program review, and the exercise of manpower and financial controls.

4. There is established in the Office of the Deputy Director for Support, the Office of Finance with responsibility for financial operations of the Agency, for the establishment and maintenance of accounting systems, and for systems and procedures for control of the Agency funds, assets and liabilities.

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John A. McCone  
Director

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